

C O P Y

ER-6-7169

1 March 1955

MEMORANDUM FOR: Deputy Director (Support)

FROM: Exec. Assistant to the Director

SUBJECT: Release of Slot from Director's Reserve

1. As you are aware it is contemplated that there will be a sizeable expansion in the number of officials authorized to eat in the Director's Dining Room upon completion of the imminent move to South Building. It is also contemplated that in the new facilities there will be on occasions, both regular and special or official luncheons being served concurrently. Under such conditions it will not be possible for our one present chef to handle the workload.

2. It is requested that you release from the Director's reserve to the O/DUI one slot for a Services Assistant, GS-5, in order that we may commence processing a qualified applicant as an assistant to the present chef. The Director of Personnel has advised that the title and grade cited above are appropriate to this position.


Executive Assistant to the Director

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